



NORTH CAROLINA NATIONAL GUARD AGR VACANCY ANNOUNCEMENT NATIONWIDE

**POSITION AND DUTY MOS:**

Admin NCO, 75B2O

RANK/GRADE:

SGT/E5

(minimum: SPC/E4)

ANNOUNCEMENT#:

AGR-FTM 2004-79

Closed to Females**LOCATION, POC:**

Co B 3/20 SFG (A), Roanoke Rapids NC

POC: SFC Kauling (252) 537-3678

(Stanley.Kauling@nc.ngb.army.mil)

OPENS:

27 September 2004

CLOSES:

22 October 2004

POSITION DESCRIPTION: Provides advice, counsel, and assistance to the commander and unit staff pertaining to personnel administration. Interprets, understand and implements Major command and state regulations, policies and precedents pertaining to personnel actions. Plans, organizes and administers the personnel program for the unit. Overseas the staffing classification, assignment and utilization of personnel in accordance with programmed manning documents. Accomplishes a variety of personnel transactions including appointments, enlistments, separations, promotions, orders, duty assignments, transfers, officer and enlisted evaluations, line of duty actions, security clearance, retirements, applications for schools, payroll actions, etc. Assists with unit mobility requirements including establishment of mobility folders, passports, publication of orders, etc. Provides counseling on benefits, entitlements, career and bonus programs, educational, retirement and other benefits. Assists dependents concerning benefits and entitlements. Ensures personnel records are kept current and accurate and contain the proper supporting documentation. Performs other military duties as required by mission.

QUALIFICATION REQUIREMENTS: Must be qualified in or meet the prerequisites for MOS 75B in accordance with DA Pam 611-20 (**includes CL score of 95 or higher**). Must be qualified in the following MOS: 75B2O and **Airborne/Jump Qualified**. If not MOS qualified, SPC/E4 and SGT/E5 must become qualified within 12 months. Position requires a "SECRET" security clearance. Must be able to obtain as a minimum, an "interim" clearance **prior to appointment** to the position. Must meet all selection criteria IAW NGR 601-1, 600-200, 600-5, 600-10, and AR 135-18. Must meet retention medical/physical standards of Chapter 3, AR 40-501. Must have sufficient remaining service obligation to complete initial three-year AGR tour. Must not have served more than 15 years of Active Federal Service (AFS). Must be able to complete all military education requirements as determined by OTAGNC/NGB. Note: Most soldiers previously involuntarily separated from active duty or reserve status are not eligible for entry on AGR duty. Soldiers with eligibility questions may contact SFC Henshaw, 919-664-6455 (Jane.Henshaw@nc.ngb.army.mil) or SPC White, 919-664-6502 (Bryan.White@nc.ngb.army.mil).

APPLICATION PROCEDURES: On-board NCARNG AGR SOLDIERS: Submit only OTAGNC Form 690-101, AGR Mobility Application (Oct 02) and **most current DA Form 2-1** to the address at the bottom of this announcement.

OTHER APPLICANTS: Submit NGB Form 34-1, Application for Active Guard/Reserve Position, to the address at the bottom of this announcement. **Ensure Position Title and Announcement Number are entered in the first blocks below the Privacy Act statement. Include e-mail address (if available) in the "Remarks" section of NGB Form 34-1.** Include the following supporting documents (photocopies only – do not send originals):

- a. DA Form 2-1, Personnel Qualification Record (current)
- b. Most recent military physical examination (SF 88 & 93 or DD Form 2808 & 2807-1)
- c. DA Form 7349-R, Annual Medical Certificate (Part I only)
- d. Last three NCOERs (DA Forms 2166-7). Newly promoted SGT/E5's & SPC/E4' submit letter of recommendation from commander or senior NCO
- e. DA Form 705 reflecting latest APFT
- f. DD Forms 214 for **ALL** previous military service (**must have items 23-30 included**)
- g. Verification of **ALL** previous active duty such as NGB Form 23/23b (RPAS) or DA Form 1506

SEND APPLICATIONS TO: OTAGNC-HRO-MD, 4105 Reedy Creek Road, Raleigh, NC 27607-6410.

Applications received after closing date will be returned without action. Applications may not be mailed using government-supplied envelopes or postage.

POST ON UNIT/ACTIVITY BULLETIN BOARD UNTIL CLOSING DATE